Excerpts from ODP Staff Meeting - 22 January 1981

1. At the DDA Staff meeting on 19 January, OTS briefed the staff on the means of protecting highly sensitive documents from being copied. Their development efforts have been sponsored by OS. The immediate application of the technique may be in sanitizing documents to answer FOIA requests.

2. Considerable discussion was held on the problem of FTE (Full-Time Equivalency) controls at the DDA Staff meeting. The Executive Director is to meet in February with OMB to discuss this problem.

3. The Executive Director will visit the DDA Staff meeting next Tuesday to discuss his role.

4. Under a new long range planning program for the Directorate, there are to be quarterly meetings to review progress toward agreed upon objectives. The DDA was quite pleased with his initial meeting which was with OMS. ODP's first session is scheduled for 3 February.

5. The calls for the 84 program will be out soon; responses are due in mid-May.

6. On 10 February, the Executive Committee will review progress being made by the Information Handling Architect on the Strategic Plan for Information Systems. There will be a dry run for the DDA on 8 February; the D/OC and D/ODP will attend.

25X1

7. [ ] has been appointed Executive Assistant to the Executive Director.

8. Mr. Johnson expressed his thanks to all those who were involved with the quarterly MBO sessions held this week.

9. This fall PMCD intends to review Applications and to include the rest of the Office not covered in their 1981 review (SPS, OP, PD, MS, AS). For continuity, [ ] will again 25X1 be involved with this review, working closely with the Personnel Officer.

10. At a meeting held on 20 January, the NFIB/IHC (Information Handling Committee) accepted a task force report on a standardized cable format within the Intelligence Community. Formal coordination by Community member agencies must now be obtained.

11.   Messrs. Johnson and [   ] will be traveling to   **25X1**
25X1 [   ] to participate in the ongoing design review of
SAFE.   En route they will visit [   ]   **25X1**
25X1 [   ] will be Acting Director of Data Processing during
their absence.

25X1   12.   C/AS reported that [   ] is almost fully booked for the
next nine months.   Advance planning for conferences is essential.

25X1   13.   [   ] reported on his meeting he is attending with
the Interdirectorate Seminar.

        14.   Attached is a copy of ODP's weekly report to the DDA,
excerpts from the Division/Staff weekly reports, and the ODP
Personnel Report.

[   ]   **25X1**

Attachments:
  As Stated

ODP-82-077
21 January 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
                 Director of Data Processing

SUBJECT: ODP Report for Week Ending 20 January 1982

Secure Equipment Acquisition Policy (SEAP) Task Force

The final version of the SEAP Task Force threat
assessment paper was provided to the chairman. The final
Task Force report should be available by approximately
1 February. It will recommend that the use by the Agency of
foreign ADP resources be precluded, unless significant
mitigating circumstances are present. (U/AIUO)   STAT

FY 1984 Terminal Requirements

The 1984 terminal requirements from the DDA were
received on 19 January. These requirements--which include
183 standard CRT terminals, 133 slave printers, and 8
graphic displays--are, by far, the largest we have ever
received from a directorate. Although the terminal
requirements for the DDI and DDS&T have not been received,
it is apparent the overall annual increase in requirements
for computer terminals will continue in 1984 and the
directorates will have to assume a greater responsibility
for funding these requirements. (U/AIUO)   STAT

Systems Programming Reorganized

Systems Programming Division was reorganized to provide
increased focus on communications-related software. The
existing Batch Systems Branch (BSB) and Online Systems
Branch (OLSB) were consolidated, and a new Communications
Systems Branch (CSB) was created.   STAT
formerly Branch Chief of the Interactive Systems Branch
(ISB), heads up the new CSB, and   returns from   STAT
rotation with OSO to head up ISB.   heads up the   STAT
new Batch Systems Branch.   STAT

Support to OGC

ADSTUDY (OGC Case Activity System). The System Requirements Document (SRD) for an automated case and assignment tracking system was started last week. The estimated completion date is 19 February 1982. The most critical need identified was for case and assignment tracking with no interface to a full-text search capability. OGC has agreed not to include full-text search in this SRD; it will be addressed at a later date. [   ]   STAT

SAFE

a. Adm. Burkhalter (DD/DIA) and [   ](D/ICS)   STAT
accompanied by [   ] (SAFE Project
Director and Deputy Project Director, respectively), visited
[   ] on
14-15 January. The briefing and subsequent discussions did
much to clarify the status of the Project.

STAT

b. A 600 Hz. Uninterruptible Power Supply (UPS) system
was connected to the SAFE [   ] Computer Center on
18 January. No problems were encountered following the
connection.

STAT

Significant Events During the Coming Week

Representatives of the CSPO will be visiting the [   ]   STAT
SAFE Development Facility during the week of 25-29 January
to participate in Phase 3 of the Block 1 Preliminary Design
Review. D/ODP, DD/ODP and the CIA Comptroller will also
visit the Facility on 28 and 29 January.

[   ]   STAT

Bruce T. Johnson

21 January 1982

Excerpts of ODP Div/Staff Reports for Week Ending 20 January 1982

Management

Security Violations. During calendar year 1981, there were fifteen (15) security violations charged against personnel assigned to ODP. Nine (9) were caused by staff employees and six (6) by contractor employees. Of these, seven (7) were for unsecured safes, seven (7) for unsecured classified material and one (1) for safe combinations written on a card and recovered in a Headquarters hallway. (U/AIUO)

Advances. As of 20 January, a total of $15,112 was outstanding in 35 individual advances to ODP personnel.
STAT (U/AIUO) [   ]

Processing

A meeting was held on 19 January to discuss Delta Data terminal issues related to SAFE. Attending the meeting were representatives of the CSPO, ODP/P/ED, ODP/P/SPD, [   ]   STAT
STAT [   ] Understandings were established on the baseline terminal
STAT specifications for [   ] initial delivery of the SAFE system. Two modifications affecting SAFE performance were discussed. However, SAFE functionality can satisfy these requirements although at degraded speed.

Administrative

STAT [   ] entered on duty on 18 January in Operations Division as a Computer Operator.

STAT [   ] reassigned from Office of Security to
Production Division on 18 January to replace [   ]   STAT
STAT [   ]

31 December 1981

ODP PERSONNEL REPORT

Gains & Losses During December 1981:

Gains

25X1

Losses

25X1

Reassignments Within ODP:

25X1

Promotions Presented in ODP During December 1981:

25X1

GS-13	DDA/CD
GS-13	DDP/SPD
GS-13	DDP/ED
GS-13	DDP/SPD
GS-13	DDP/OD
GS-13	DDA/AD
GS-13	MS/OSO
GS-13	DDA/DD
GS-07	DDP/OD
GS-07	DDP/OD
GS-07	DDP/PD
GS-07	DDP/PD
GS-07	DDP/OD
GS-07	DDA/CD
GS-07	DDP/CSS
GS-07	DDA/AD
GS-07	DDP/OD
GS-06	DDP/PD
GS-06	DDP/PD
GS-06	DDP/PD
GS-05	DDP/OD

QSI's Presented:

25X1

DDP/O,DD
DDP/OS
MS

25X1